

| RECORDS CENTER MONTHLY STATISTICAL SUMMARY       |                  | MONTH<br>July 1959  |                   |
|--------------------------------------------------|------------------|---------------------|-------------------|
| I. ACCESSIONING, DISPOSITION, HOLDINGS           |                  |                     |                   |
| ACTIVITY (Items 2 through 10 in cubic feet)      | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
| 1. ACCESSION JOBS (Number)                       | 82               | 82                  |                   |
| 2. RECORDS ACCESSIONED                           | 720              | 720                 | 46,628            |
| 3. RECORDS DISPOSED OF AT CENTER                 | 264              | 264                 | 5,392             |
| 4. RECORDS TRANSFERRED FROM CENTER               | 20               | 20                  | 9,077             |
| 5. RECORDS HOLDINGS                              | 32,159           |                     |                   |
| 6. DISTRIBUTION MATERIAL RECEIVED                | 601              | 601                 | 27,885            |
| 7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER   | 274              | 274                 | 7,190             |
| 8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER | 132              | 132                 | 4,578             |
| 9. DISTRIBUTION MATERIAL HOLDINGS                | *16,117          |                     |                   |
| 10. TOTAL HOLDINGS                               | 48,276           |                     |                   |
| II. REFERENCE SERVICES                           |                  |                     |                   |
| SERVICE (Number)                                 | REPORTING PERIOD | FISCAL YEAR TO DATE | ESTABLISH TO DATE |
| 11. RECORD DOCUMENTS LOANED                      | 1,075            | 1,075               | 73,075            |
| 12. INFORMATIONAL REQUESTS                       | 143              | 143                 | 7,957             |
| 13. INFORMATION REPORTS                          | 44               | 44                  |                   |
| 14. INTELLIGENCE REPORTS                         | 7,913            | 7,913               |                   |
| 15. ADMINISTRATIVE ISSUANCES                     | 908              | 908                 |                   |
| 16. TOTAL                                        | 10,083           | 10,083              |                   |
| III. DISTRIBUTION MATERIALS RECEIVED             |                  |                     |                   |
| MATERIAL (Number)                                | REPORTING PERIOD | FISCAL YEAR TO DATE |                   |
| 17. INTELLIGENCE REPORTS                         |                  |                     |                   |
| A. INITIAL RECEIPT                               | 106,792          | 106,792             |                   |
| B. RETURNS                                       | 3,604            | 3,604               |                   |
| 18. ADMINISTRATIVE ISSUANCES                     | 1,900            | 1,900               |                   |
| 19. TOTAL                                        | 112,296          | 112,296             |                   |
| IV. REPRODUCTION SERVICES                        |                  |                     |                   |
| PROCESS (No. of pages)                           | REPORTING PERIOD | FISCAL YEAR TO DATE |                   |
| 20. OZALID                                       | 283              | 283                 |                   |
| 21. PHOTOCOPY                                    | 35               | 35                  |                   |
| 22. DITTO                                        | 12               | 12                  |                   |
| 23. TOTAL                                        | 330              | 330                 |                   |
| V. SHELVING UTILIZATION                          |                  |                     |                   |
| SPACE (Cubic feet)                               | REPORTING PERIOD |                     |                   |
| 24. TOTAL CAPACITY                               | 72,060           |                     |                   |
| 25. UTILIZED                                     | 48,276           |                     |                   |
| 26. COMMITTED                                    | 5,516            |                     |                   |
| 27. AVAILABLE                                    | 18,268           |                     |                   |